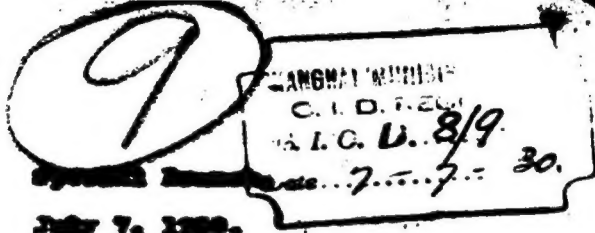


For File.



July 7, 1930.

Please note that the designations of the various sections of the Crime Branch have been changed as follows and the use of the old designations should cease forthwith :

Old Designations

New Designations

Headquarters Detective Staff }  
Boarding-house Section }  
Kareotic Section }

C. 2

Finger Print Bureau

C. 3

Arms Licensing Section

C. 3

Arms Identification Section

C. 4

Medicine Opium and Crime Records

C. 5

Studio

C. 6

*W. G. W.*  
Officer i/c Special Branch.

SHANGHAI MUNICIPAL POLICE

C.M. 100-100000000000

*Special*

BRANCH

*Standard, June 23, 1930.*

To *Reg.*

*Please  
distribute.*

*W.H.*

*Done  
J. 6. 30*

**Special Branch, S.M.P.  
Special Branch Reorganization No.1**

June 10, 1930.

The present nomenclature of the Sections of the Special Branch will be changed forthwith as follows:-

| <u>Old Name</u>   | <u>New Name</u>         | <u>Abbrevia-<br/>tion of<br/>New Name</u> | <u>Officer-<br/>in-Charge</u> |
|---|-------------------------|---|-------------------------------|
| Intelligence Sec. )<br>Chinese Section )<br>Liaison Section ) | Special Branch<br>No. 1 | S.1                                       | Superintendent<br>Robertson   |
| Foreign Section   | Special Branch<br>No. 2 | S.2                                       | D.S.I. Duncan                 |
| Chinese Section<br>(Film Censorship)                          | Special Branch<br>No. 3 | S.3                                       | C.D.I. Prince                 |
| Translation Sec.  | Special Branch<br>No. 5 | S.5                                       |                               |
| Indian Section  | Special Branch<br>No. 4 | S.4                                       | D.S.I. Ross                   |

In future all reports made by members of the Special Branch will be signed in the column "Forwarded by" by the senior officer of the Section concerned, will be addressed to D.C. (Crime and Special Branches) and will be sent to the Crime and Special Branches Registry which, after attaching pertinent files, will forward the reports to the O.C. (Special Branch). This procedure will not apply in the case of the newspaper translations or the Daily Report. Newspaper translations, which hitherto have been sent to the Intelligence Section, will be sent to Special Branch No. 1 at 9.45 a.m. daily, and these reports together with the Daily Report will be taken by the Superintendent in charge of S.1 to the O. i/c Special Branch not later than 10.15 a.m. daily. The use of the old nomenclature for sections should cease forthwith.

(Sd.) T.P. Givens

Officer i/c Special Branch.

**CONFIDENTIAL**

Special Branch, S.M.P.  
Special Branch Reorganization No.1.  
~~Chief~~ Office Notes

File No.

Intelligence Section :

June 10, 1930.

The present nomenclature of the Sections of the  
Special Branch will be changed forthwith as follows :-

| Old Name  | New Name                | Abbrevia-<br>tion of<br>New Name. | Officer-<br>in-Charge        |
|---|-------------------------|-----------------------------------|------------------------------|
| Intelligence Sec.<br>Chinese Section<br>Liaison Section | Special Branch<br>No. 1 | S.1                               | Superintendent<br>Robertson. |
| Foreign Section   | Special Branch<br>No. 2 | S.2                               | D.S.I. Duncan                |
| Chinese Section<br>(Film Censorship)                    | Special Branch<br>No. 3 | S.3                               | C.D.I. Prince                |
| Translation Sec.  | Special Branch<br>No. 5 | S.5                               |                              |
| Indian Section  | Special Branch<br>No. 4 | S.4                               | D.S.I. Ross                  |

In future all reports made by members of the  
Special Branch will be signed in the column "Forwarded by"  
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sent to the Crime and Special Branches Registry which,  
after attaching pertinent files, will forward the reports  
to the O. C. (Special Branch). This procedure will not  
apply in the case of the newspaper translations or the  
Daily Report. Newspaper translations, which hitherto  
have been sent to the Intelligence Section, will be sent  
to Special Branch No. 1 at 9.45 a.m. daily, and these  
reports together with the Daily Report will be taken by the  
Superintendent in charge of S.1 to the O. i/c Special Branch  
not later than 10.15 a.m. daily. The use of the old nomen-  
clature for sections should cease forthwith.

*J. H. Evans*  
Officer i/c Special Branch.

NOTED

*W. R. C.*

Special Branch, C.I.D.

Special Branch Reorganization No.1

GENERAL MEMORIAL FOR  
C. I. D. REGIST.

No. L. O. D. 8.

Date: 11.6.30

20th Nov. 1930

The present constitution of the sections of the  
Special Branch will be changed forthwith as follows:-

| Old Name  | New Name                | Officer<br>in Charge | Officer<br>in Charge           |
|---|-------------------------|----------------------|--------------------------------|
| Intelligence Sec.<br>General Section<br>Special Section | Special Branch<br>No. 1 | C-1                  | Superintendent<br>Intelligence |
| Foreign Section   | Special Branch<br>No. 2 | C-2                  | C-2, I. Section                |
| General Section<br>(also communications)                | Special Branch<br>No. 3 | C-3                  | C-3, I. Section                |
| Translation Sec.  | Special Branch<br>No. 4 | C-4                  |                                |
| Radio Section   | Special Branch<br>No. 5 | C-5                  | C-5, I. Section                |

In future all reports made by members of the  
Special Branch will be signed in the column "Forwarded by"  
by the senior officer of the section concerned, will be  
addressed to I.C. (Chief and Special Inquiries) and will be  
sent to the Chief and Special Inquiries Registry which,  
after attaching pertinent files, will forward the reports  
to the C. C. (Special Branch). This procedure will not  
apply in the case of the newspaper translations or the  
daily reports. Newspaper translations, which hitherto  
have been sent to the Intelligence section, will be sent  
to Special Branch No. 1 at 11.15 a.m. daily, and these  
reports together with the daily reports will be taken by the  
Superintendent in charge of C-1 to the C. C. 1/2 Special Branch  
not later than 11.45 a.m. daily. The use of the old names  
during the transition should cause no difficulty.

*W. H. Evans*  
Chief of Special Branch



CRIMINAL INVESTIGATION DEPARTMENT.

P. M. P.

4 6 1936

O.C. St.

Have given necessary  
instructions & have  
acted by Capt. St.

P.H. (col) has a copy

*St. Charles*

*St. Charles*

File  
J.H.  
FEB 1936

O. C. (Special Branch)

P.A. (Crime and Special Branches).

The reorganization scheme provides that men of certain rank shall hold definite positions in the various branches of the Force and that promotion to higher rank will, if necessary, involve transfer of the men promoted to positions in any branch of the Force where vacancies exist for men of that rank. The object aimed at is to obtain general all round efficiency in police work as against a system whereby specialists were created and co-ordination, efficiency and equal treatment were impossible, and wherein men in such positions never really assumed the responsibility of the rank they held. The Crime and Special Branches have been no exception and it now becomes necessary to bring these branches into line with the remainder of the Force. To do this, I am of opinion, that changes in organization are necessary. The following changes will, therefore, be made as soon as possible.

The use of the present nomenclature of sections tends to independence of action, lack of co-operation and specialization. It is of no use to anyone except for internal reference, but is likely to give undue importance to individual work performed, to the detriment of efficiency and discipline in the Crime and Special Branches. The reference difficulty can be overcome by the following method which will be brought into force as soon as possible.

Special Branch.

The present sections will in future be known as:-

| <u>Present.</u>      | <u>New</u>           |
|----------------------|----------------------|
| Intelligence Office) | Special Branch No. 1 |
| Chinese Section )    | Abbreviation S.B. I  |
| Liaison Section )    | Special Branch No. 2 |
| Foreign Section      | (S.B. 2)             |

Cinema Censorship

Special Branch No. 3  
(S.B. 3)

Indian Section

Special Branch No. 4  
(S.B. 4)

Translation Section

Special Branch No. 5  
(S.B. 5)

All reports forwarded will contain the headings as above and will be addressed to D.C. (C&SB). In actual practice the C.&S.B. Registry will receive and open all correspondence so addressed, attach respective files and pass to O.C. (S.B.) who will deal with all papers at his discretion, passing forward to D.C. (C&SB) all needing such action. So far as possible all papers from D.C. and O.C. Branch for file or circulation by the Registry must pass through the Superintendent who will see that no unnecessary delay occurs.

The personnel will be interchangeable on work within the Branch at the discretion of the O.C. in charge, and for purposes of efficiency this should take place frequently.

It is advisable that all members of the Special Branch should have a knowledge of Crime Branch work at Stations, and arrangements should be made to transfer those who have not had this experience as opportunity offers without loss of efficiency to the Branch. Such transfers may be temporary or permanent on approval of D.C. (Divisions) and D.C. (C&SB).

So far as foreigners are concerned it is advisable that all members of the Special Branch engaged on enquiry work, should be trained police officers and only in very exceptional cases and for special work should the engagement of inexperienced men be considered. Ranking Police officers should not be engaged on purely clerical work except the officer in charge of the Registry for the present.

The Officer in charge of the Branch will be responsible to the D.C. (C&SB) for all matters appertaining to the Branch and will keep in touch with D.O.s in regard to the matters affecting the peace and good order of the Settlement, but should strictly avoid passing on verbal information without written records.

The Superintendent will personally take charge of S.S.I but will, in addition, assist the O i/c Branch in the control and organization of the staff and work generally. He is expected to keep in touch with all the work of the Branch and, therefore, should be in close communication with the O.C. Branch at all times, and will assume control during temporary absences of that officer unless otherwise directed.

To avoid delay in transmission of correspondence it will not be necessary for the Superintendent to read and sign reports from other sections, but he will see all important papers at the discretion of the O.C. Branch. It is his duty to check the rough draft of the Daily Report after compilation by his immediate junior in S.S.I and when typed and completed he will sign and pass forward to O.C. Branch. The latter will, whenever possible, present the report daily at 10.30 a.m. to D.C. (C&SB) when matters of importance concerning the work and staff can be discussed.

The P.A. (C&SB) will take charge of all administration work of the Branches in co-operation with the O.C. Special Branch, but acting under final instructions of the D.C. (C&SB), who will approve all drafts for Police orders.

The censorship of Cinema films will be under the direct control of the U.C. Branch, the Chief Inspector now supervising being responsible for all records and arrangements for inspection etc. Matters of special importance affecting the Police or Council should be immediately reported on for the information of C.P. When not otherwise engaged this officer will conduct enquiries in connection with the work of S.<sup>Superior</sup> S.I. and will assist the Superintendent in the control of the office and staff. Whilst the Special Branch are now responsible for Cinema films censorship the arrangements should be such that the normal work of the Branch is not interfered with and, if necessary, the assistance of senior officers at Police stations should be requisitioned through D.O.s.

*but a little  
as possible  
Randy*

The organization of S.S.I is a matter for careful consideration of the U.C. Branch and Superintendent, but each foreign officer in it should be made responsible for a section of its work and care should be taken that there is no overlapping, outside enquiries being conducted by any member of the staff under the direction of the Superintendent in charge. It should be understood that it is just as much the duty of the Foreign Officers of this section to obtain personal information of Foreign and Chinese criminal and political matters as it is of the Chinese staff, and failure to do so and to report thereon can only show lack of interest in the work.

The Narcotics and Boarding House enquiries will be taken over by the Crime Branch as soon as office accommodation can be found for them, but in the meantime they will remain as at present.

Monthly reports will be submitted by each section to U.C. Branch, and the final Branch report will be

compiled therefrom by the Superintendent, approved by O.C. Branch and forwarded to D.C. (C&SB) on the morning of the 7th day of each month. These reports should contain all matters of interest on local affairs which have come to the notice of the writer during the month, in addition to the paragraphs under the usual stereotyped headings necessary for record purposes. Reminder notes of such events should be made as they occur by the officers making the reports and their suitability for inclusion in the final report will be decided by the O.C. Branch.

Copies of the final report will be forwarded to the Chairman and Director General with form No. 207a so soon as the C.P. has read and initialled the original. Copies of monthly reports will not be forwarded to other persons without permission of the D.C. (C&SB).

Crime Branch.

The procedure in reference to addressing correspondence will be the same as mentioned above, but crime files will be sent to P.A. (C&SB) who will present them to D.C. (C&SB) at 10 a.m. each morning.

The Headquarters Crime Branch will consist of the following sections and will be known as under:-

|  |          |
|--|----------|
| Special Investigation Staff<br>(including Narcotics and<br>Boarding House Enquiries) | - C.S. 1 |
| Finger Print Bureau  | - C.S. 2 |
| Arms Licensing   | - C.S. 3 |
| " Identification   | - C.S. 4 |
| Modus Operandi & Crime<br>records.   | - C.S. 5 |
| Studio   | - C.S. 6 |
| C. & S.B. Registry   | -        |

All the above sections will be under the supervision of the Superintendent, Crime & Special Branches.

Headquarters, (now designated "Personal Assistant (Crime & Special Branches") but Inspector Sharman on his return will personally supervise C.S. 3, 4, 5 & 6 and will make himself acquainted with the routine and, so far as possible, the work of C.S. 2, and will generally assist the P.A. This position will in future be considered a permanent portion of Crime and Special Branch organization and the encumbent will be expected to act for the P.A. should necessity arise.

It is essential that the Narcotic enquiry staff function under the control of the Superintendent or Senior detective C.S. I, so that the staff of that section will be available at any time for raids or assistance to the Inspector directly responsible. The officer i/c of the Narcotic squad should always be in possession of uniform and wear it on the occasions when it is necessary in connection with his work. The Chinese officers attached to that staff should also be in possession of uniform. The Chinese staff of C.S. I will assist at the discretion of the Senior detective in Charge.

The Boarding House enquiries will be conducted as at present, the staff consisting of one British and one Russian detective with a 1st Class Chinese Clerk in charge of the files. The work of this section demands very close co-operation with C.S. 2 and the officer in charge of the latter section will keep in close touch with the Senior Detective C.S. I in this matter and also in connection with enquiries likely to develop into criminal matters. The officer in charge C.S. I is responsible for all investigations conducted by his staff under the direct control of the D.C. (C&SB). He will take over from

stations the investigation of such cases as the latter may direct. The procedure in regard to crime diaries of cases will be as follows:- Stations will record F.I.R.s but on taking over a case C. §. 1 will also take over all diaries, papers and exhibits connected with the case. So far as practicable all enquiries will be conducted from the Stations in which the Crime is first reported and all persons arrested will be charged from that Station except when investigations can be more efficiently conducted from another Station, in which case D.C. (C&SB) should be consulted before a transfer of prisoners is made. Persons arrested by the staff of C. §. 1 should be taken to the nearest Police station and, if possible, the case should be conducted from that station provided no previous arrests have been made and the case is not under investigation elsewhere either by the staff of C. §. 1 or the Station detective staff.

Co-operation between C. §. 1 and station staffs is essential and the Senior detective in charge will request assistance of the D.D.O. should he require it when investigating cases taken over from a station. It is not necessary to supply copies of diaries to D.D.O.s unless specially asked for, but he (D.D.O.) should see the complete file occasionally (confidentially when necessary) to enable him to keep in touch with the progress of the enquiries. The members of the staff of C. §. 1 should understand that nothing in these instructions should be taken as precluding them from acting in a normal detective capacity in regard to any case, and failure to obtain information, or having obtained it, failure to follow it up or to co-operate fully with stations, will be considered as neglect of duty and severely dealt with.

C. 2 will function as at present, but the junior members of the staff will be transferable for C.B. work at Stations at intervals, and be replaced by selected men from Station staffs. The Sub Inspector in Charge will make the necessary arrangements at intervals, being careful not to cause loss of efficiency in the Section by the changes. At least two members of the staff of this office should have a knowledge of Arms identification and photographic work.

Officers of this section will not attend Court to give expert evidence without permission of D.C. (C&SB).

The Sub Inspector in Charge of C. 3 will be held responsible that the necessary enquiries are made concerning each applicant for firearms licenses and that the detectives reports forwarded are complete. He is permitted to avail himself of the services of Station detectives, C. 1 and S. 1 and 2 in accordance with the above instructions, and should forward complete file to P.A. (C&SB) before the issue of a license. The latter officer will sign all licenses "for D.C. (C&SB)", but must submit all "refusals" to that officer for final decision.

Complimentary licenses will not be issued without the approval of the D.C. (C&SB).

Licenses will not be renewed until the relative office file has been examined, the pistol presented for examination, and the bona fides of the possessor ascertained.

A quarterly return of all arms kept by the section will be forwarded to D.C. (C&SB) with recommendations for disposal.

Licenses will not be issued to any person until tested and classified by C. 4.

The officer in charge of C. 4 will receive all arms presented for examination and classification, personally, and will not accept any without official labels. He will give a receipt to the person presenting the arms and will not return any weapon until a final report has been submitted to D.C. (C&SB), and the original receipt is returned to him for file with the report. He will not attend Court in connection with arms identification at any time without the permission of the D.C. (C&SB), who will inspect all documents prepared for presentation as evidence.

The Sub Inspector in Charge of C. 5 will work in co-operation with all Crime and Special Branch sections and Registry for the purpose of compiling his records and will take over all criminal records from C. 1. It will be his duty to study all modus operandi forms and to assist crime investigators by notifying them of persons suspected. He will study locality, variety and methods of crime for the purpose of co-ordinating the work throughout the Settlement and will bring to the notice of D.C. (C&SB) any special features of interest likely to aid in investigation or prevention.

So soon as accommodation can be found C. 5 will be separated from the C. & S.B. Registry, but in the meantime every effort will be made to place the modus-operandi portion of the work in proper order in readiness for the change.

The C. & S.B. Registry will function as at present, but on the separation of C. 5 only one Police officer (in charge) will remain in that office, the work being performed by clerical staff only.

Except in the case of finger print forms sent in early in the morning, correspondence or other papers will be delivered or despatched from the C. & S.B. Registry. All envelopes will be opened in the Registry except those addressed personally to individuals. Confidential matters will be treated as such and passed to the addressee concerned personally by the officer in charge of the Registry or under cover. Under no circumstances will correspondence be passed forward without relative files attached, and these must circulate intact, or with reference slips attached, explaining the absence of portions of the file.

The present method of filing useless papers, translations, press cuttings, etc., will be discontinued and discretion concerning destruction will be with the officer in charge of Registry who should consult O.C. (S.B.), P.A. (C.S.B.) and Supt. (S.B.) when in doubt.

✓ All drafts, useless notes and memos will be removed from the files before filing and the sequence of papers on a file will be from bottom to top, each paper being numbered consecutively.

To avoid delay the Translation Section and Liaison Officer will act on endorsements and instructions from the following officers:

O.C. S.B.  
Supt. S.B.  
P.A. for D.C. (C&SB).

On completion of the work all reports and translations will be passed through the O.C. (S.B.) for his final directions.

The Liaison Officer will not be permitted to communicate with Chinese Authorities on important official matters concerning the Police or Council except on the

direct instructions of the D.C. (C&SB) or C.P. and such matters will always be the subject of report for record purposes. Instructions to communicate with these authorities on ordinary affairs must only be accepted from the officers mentioned in the preceding paragraph, all Station enquiries being referred to them.

C. 6 will remain under the direct supervision of P.A. (C&SB), and no apparatus, photographs or material will be taken away or received into the Studio without the permission of the D.C. (C&SB), and all court exhibits will be stamped officially before being used.

All material received into the store will be properly entered in a book kept for the purpose, and all work performed and material used must be recorded.

A complete list of all apparatus will be posted in the store-room and checked monthly.

Monthly reports will be submitted to P.A. (C&SB) from each Section and a final compilation will be made by that officer of all suitable matter for inclusion in the final report to the C.P.

The remarks concerning these reports under "Special Branch" apply equally to the Crime Branch so far as matters of interest are concerned.

On receipt of Divisional reports on the 10th day of the month the whole report will be passed to D.C. (C&SB) the same morning.

  
DEPUTY COMMISSIONER  
CRIME & SPECIAL BRANCHES

26 MAY 1933

May 20, 1930.

The principal duty of the Intelligence Section is to obtain, as far as possible, information of impending trouble among Chinese in the Settlement or adjoining districts, and, in the event of actual trouble, to keep in close touch with members of the public and collect timely information of movements likely to affect law and order.

The duties of S.I. I. will include watching and reporting on all political, quasi-political, and popular religious movements among the Chinese population in Shanghai. In watching and reporting on the activities of political associations and labour organisations formed by Chinese, to co-ordinate such inquiries by daily consultation with the officer investigating Russian activities. The Section should be in a position to supply statistics and information concerning Military, Naval, Political and Labour matters quickly, and for this purpose daily compilation and corrections should be made.

The following classifications of the statistics to be kept and information furnished under the different headings should enable the Superintendent and his subordinates to understand what exactly is expected from them.

#### MILITARY:

Detailed information on the distribution, strength, armaments, etc., of the Chinese military forces in the Shanghai district, the progress of war activities in neighbouring provinces likely to affect local military

(C.I.D.) Office Notes

- 2 -

situation, particularly in regard to possible effect on the peace and good order of the Settlement and outlying roads.

**NAVAL:**

Detailed information re numbers, armament and movements of Chinese Naval Ships at Shanghai and their attitude and bearing on the local political situation.

**POLITICAL:**

(1) Lists of names and addresses of the principal Chinese political associations in Shanghai, the strength of their membership and the character of their activities.

(2) Addresses in Shanghai, and in the Settlement in particular, which are used permanently or from time to time by important Chinese politicians with particulars of the names and sympathies of these politicians.

(3) Agitations or actions aiming at undermining authority of the Chinese Government, Municipal Council, or tending to prejudice the position of foreigners generally, or the people of any particular nation or group.

(4) Political happenings in Chinese territory of special interest from a police or municipal point of view.

(5) Movements of Chinese political notables.

(6) List of schools and the political tendencies of their pupils and principals.

(7) Lists of Chinese, other than Communists engaged on subversive agitation.

**(LABOUR:**

(1) Lists of industrial concerns with number of hands employed in each, particularly in the Settlement and outlying roads.

**(C.I.D.) Office Notes**

- 8 -

(2) Lists of labour organisations in the Settlement, Frenchtown and Chinese territory with particulars of their addresses, principal officers, political leanings and Communistic tendencies.

(3) List of important labour agitators.

(4) List of Chinese active Communists with their biographies and, when obtainable, photographs.

(5) List of labour disputes, their extent and causes.

(6) Cases of sabotage by strikers.

(7) Statistics re price of rice and, where possible, other foodstuffs, and record of the sources from which Shanghai obtains various kinds of foodstuffs, also conditions of the districts concerned likely to affect the supply, and the means of transport by which it is brought to Shanghai.

(8) Statistics of people prosecuted for anti-Government activities, propagating communism, strikes by means of intimidation, political strikes, etc. etc.

Whilst it is impossible to lay down methods of obtaining the information with which this office should be au fait, it is essential that co-ordination of information received from various sources should be the daily work of one of the Senior Officers, who should never hesitate to voice his opinions and deductions and make suggestions to the Superintendent.

This section will be responsible for Headquarters enquiries concerning Chinese persons and organisations other than those of a criminal nature. Summonses and warrants received will be dealt with by the O.C. Branch who will direct service by the staff or station detectives

**(C.I.D.) Office Notes**

- 4 -

at his discretion. Charge sheets will be made out from the station concerned.

Close co-operation with stations is necessary, but arrests by station officers must be dealt with by stations, the staff of this section only acting in an advisory capacity except when actually concerned in executive action in a particular case.

Prosecutions by the Special Branch may be undertaken at the discretion of the O.C. Branch, in accordance with evidence and legal opinion, but whenever possible such cases should appear on the Charge Sheet of the Stations concerned and when otherwise dealt with the D.O. of the District should be informed.

Raids or other executive action by the Special Branch should not be undertaken without the knowledge of the officer in charge of the police station either before or after action, as expediency demands.

Drug and narcotic enquiries should continue to receive the attention of this section until the narcotic section is in a position to take over the work efficiently.

26 MAY 1930

*[Signature]*  
D. C. ( C&SB )

(C.I.D.) Office Notes

- 4 -

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Raids or other executive action by the Special Branch should not be undertaken without the knowledge of the officer in charge of the police station either before or after action, as expediency demands.

Drug and narcotic enquiries should continue to receive the attention of this section until the narcotic section is in a position to take over the work efficiently.

26 MAY 1930

  
D. C. ( C&SB)

May 20, 1930.

The principal duty of the *Special Branch No. 1* Intelligence Section

is to obtain, as far as possible, information of impending trouble among Chinese in the Settlement or adjoining districts, and, in the event of actual trouble, to keep in close touch with members of the public and collect timely information of movements likely to affect law and order.

The duties of S. I will include watching and reporting on all political, quasi-political, and popular religious movements among the Chinese population in Shanghai. ~~to ensure a continuous watch~~

*the Section should consult daily with the*  
of political associations and labour organisations formed by Chinese, ~~to co-ordinate such inquiries to the~~  
*consultation* ~~with the officer investigating Russian activities.~~ *on-subvert these agencies by day*

*He* should be in a position to supply statistics and information concerning Military, Naval, Political and Labour matters quickly, and for this purpose daily compilation and corrections should be made.

The following classifications of the statistics to be kept and information furnished under the different headings should enable the *Officer in charge of S.I. and his* subordinates to understand what exactly is expected from them.

#### MILITARY:

Detailed information on the distribution, strength, armaments, etc., of the Chinese military forces in the Shanghai district, the progress of war activities in neighbouring provinces likely to affect local military situation, particularly in regard to possible effect on the peace and good order of the Settlement and outlying roads.

**NAVAL:**

Detailed information re numbers, armament and movements of Chinese Naval Ships at Shanghai and their attitude and bearing on the local political situation.

**POLITICAL:**

(1) Lists of names and addresses of the principal Chinese political associations in Shanghai, the strength of their membership and the character of their activities.

(2) Addresses in Shanghai, and in the Settlement in particular, which are used permanently or from time to time by important Chinese politicians with particulars of the names and sympathies of these politicians.

(3) Agitations or actions aiming at undermining authority of the Chinese Government, Municipal Council, or tending to prejudice the position of Foreigners generally, or the people of any particular nation or group.

(4) Political happenings in Chinese territory of special interest from a police or municipal point of view.

(5) Movements of Chinese political notables.

(6) List of schools and the political tendencies of their pupils and principals.

(7) Lists of Chinese, other than Communists engaged on subversive agitation.

**LABOUR:**

(1) Lists of industrial concerns, ~~with number of hands employed in each~~, particularly in the Settlement and outlying roads, *with number of hands employed in each*

(2) Lists of labour organisations in the Settlement, Frenchtown and Chinese territory with particulars of their addresses, principal officers, political leanings and Communistic tendencies.

(3) List of important labour agitators.

(4) List of Chinese active Communists with their biographies and, when obtainable, photographs.

(5) List of labour disputes, their extent and causes.

(6) Cases of sabotage by strikers.

(7) Statistics re price of rice and, where possible, other foodstuffs, and record of the sources from which Shanghai obtains various kinds of foodstuffs, also conditions of the districts concerned likely to affect the supply, and the means of transport by which it is brought to Shanghai.

(8) Statistics of people prosecuted for anti-Government activities, propagating communism, strikes by means of intimidation, political strikes, etc.etc.

Whilst it is impossible to lay down methods of obtaining the information with which this office should be au fait, it is essential that co-ordination of information received from various sources should be the daily work of one of the Senior Officers, who should never hesitate to voice his opinions and deductions and make suggestions to the ~~Superintendent~~ *Officer in Charge*.

This section will be responsible for Headquarters enquiries concerning Chinese persons and organisations other than those of a criminal nature. Summonses and warrants received will be dealt with by the O.C. Branch who will direct service by the staff of station detectives at his discretion. Charge sheets will be made out from the station concerned.

Close co-operation with stations is necessary, *and*  
~~but arrests by station officers must be dealt with by~~  
*specific definite instructions will be*  
*issued later as cases in which*  
*the Special Branch is interested should*  
*the form the co-operation should be dealt with.*

stations, the staff of this section only acting in an advisory capacity except when actually concerned in executive action in a particular case.

Prosecutions by the Special Branch may be undertaken at the discretion of the O.C. Branch, in accordance with evidence and legal opinion, but whenever possible such cases should appear on the Charge Sheet of the Stations concerned and when otherwise dealt with the B.O. of the District should be informed. *In the meantime the present procedure will be followed, and all* ~~prosecutions~~ *prosecutions* ~~or other executive action by the~~ *prosecutions*

*reports to be* ~~Special Branch should not be undertaken without the~~ *being* ~~knowledge of the Officer in Charge of the police station~~ *district* ~~concerned either previous to or~~ *either previous to or* ~~either before or after action, as expediency demands,~~ *either before or after action, as expediency demands,* ~~immediately afterwards, as expediency demands.~~ *immediately afterwards, as expediency demands.*

Drug and narcotic enquiries should continue to receive the attention of this section until the narcotic section is in a position to take over the work efficiently.

May 20, 1930.

The principal duty of the Intelligence Section is to obtain, as far as possible, information of impending trouble among Chinese in the Settlement or adjoining districts, and, in the event of actual trouble, to keep in close touch with members of the public and collect timely information of movements likely to affect law and order.

The duties of S. I will include watching and reporting on all political, quasi-political, and popular religious movements among the Chinese population in Shanghai. In watching and reporting on the activities of political associations and labour organisations formed by Chinese, to co-ordinate such inquiries by daily consultation with the officer investigating Russian activities. The Section should be in a position to supply statistics and information concerning Military, Naval, Political and Labour matters quickly, and for this purpose daily compilation and corrections should be made.

The following classifications of the statistics to be kept and information furnished under the different headings should enable the Superintendent and his subordinates to understand what exactly is expected from them.

**MILITARY:**

Detailed information on the distribution, strength, armaments, etc., of the Chinese military forces in the Shanghai district, the progress of war activities in neighbouring provinces likely to affect local military situation, particularly in regard to possible effect on the peace and good order of the Settlement and outlying roads.

**NAVAL:**

Detailed information re numbers, armament and movements of Chinese Naval Ships at Shanghai and their attitude and bearing on the local political situation.

**POLITICAL:**

(1) Lists of names and addresses of the principal Chinese political associations in Shanghai, the strength of their membership and the character of their activities.

(2) Addresses in Shanghai, and in the Settlement in particular, which are used permanently or from time to time by important Chinese politicians with particulars of the names and sympathies of these politicians.

(3) Agitations or actions aiming at undermining authority of the Chinese Government, Municipal Council, or tending to prejudice the position of Foreigners generally, or the people of any particular nation or group.

(4) Political happenings in Chinese territory of special interest from a police or municipal point of view.

(5) Movements of Chinese political notables.

(6) List of schools and the political tendencies of their pupils and principals.

(7) Lists of Chinese, other than Communists engaged on subversive agitation.

**LABOUR:**

(1) Lists of industrial concerns with number of hands employed in each, particularly in the Settlement and outlying roads.

(2) Lists of labour organisations in the Settlement, Frenchtown and Chinese territory with particulars of their addresses, principal officers, political leanings and Communistic tendencies.

(3) List of important labour agitators.

(4) List of Chinese active Communists with their biographies and, when obtainable, photographs.

(5) List of labour disputes, their extent and causes.

(6) Cases of sabotage by strikers.

(7) Statistics re price of rice and, where possible, other foodstuffs, and record of the sources from which Shanghai obtains various kinds of foodstuffs, also conditions of the districts concerned likely to affect the supply, and the means of transport by which it is brought to Shanghai.

(8) Statistics of people prosecuted for anti-Government activities, propagating communism, strikes by means of intimidation, political strikes, etc.etc.

Whilst it is impossible to lay down methods of obtaining the information with which this office should be au fait, it is essential that co-ordination of information received from various sources should be the daily work of one of the Senior Officers, who should never hesitate to voice his opinions and deductions and make suggestions to the Superintendent.

This section will be responsible for Headquarters enquiries concerning Chinese persons and organisations other than those of a criminal nature. Summonses and warrants received will be dealt with by the O.C. Branch who will direct service by the staff or station detectives at his discretion. Charge sheets will be made out from the station concerned.

Close co-operation with stations is necessary, but arrests by station officers must be dealt with by

stations, the staff of this section only acting in an advisory capacity except when actually concerned in executive action in a particular case.

Prosecutions by the Special Branch may be undertaken at the discretion of the O.C. Branch, in accordance with evidence and legal opinion; but whenever possible such cases should appear on the Charge Sheet of the Stations concerned and when otherwise dealt with the D.O. of the District should be informed.

Raids or other executive action by the Special Branch should not be undertaken without the knowledge of the officer in charge of the police station either before or after action, as expediency demands,

Drug and narcotic enquiries should continue to receive the attention of this section until the narcotic section is in a position to take over the work efficiently.